

CAP & WING FORMS					
Chart of Most Common Forms					
CAPF & *NYWF #	Reg	Division	Purpose	Submit to Wing	Group CC approval required
2	35-5	Personnel	Request for Promotion Action	No F2 required if entered online 1. Major and above 2. All Professional Appointment, Group & Squadron Commander Promotions	No F2 required if entered online 1. Captain 2. All professional appts, Sqdn CC promotions
2A	35-1	Personnel	Request for and Approval of Personnel Action	Suspensions in excess of 60 days	Suspensions in excess of 60 days
2A	39-3	Personnel	Award of Activity & Service Ribbons	All award and ribbon requests EXCEPT for Red Service & Command Service Ribbons & Encampment Ribbons	Red Service & Squadron Command Service Ribbons delegated to Group CC. Encampment is delegated to Group and Encampment CC.
2A	39-2	Personnel	Transfers	To the "Ghost Squadron" only	To the "Ghost Squadron" only
2A	39-1	Personnel	Retirement	Online	
2B	35-3	Personnel	Personnel Action Request-Termination of CAP Membership	For Cadet Termination: Misconduct. For Senior Member Termination: All Reasons for Cause	For all Squadron members regardless of reason
11	50-17	Professional Development	Senior Member Professional Development Program Directors Report	All <i>except</i> for Foundations and/or CPPT	All <i>except</i> for Foundations and/or CPPT
12	39-2	Personnel	Application for Senior Membership in Civil Air Patrol	None	None unless Group member
15	39-2	Personnel	Application for Cadet Membership in Civil Air Patrol	None	None
17	50-17	Professional Development	Application for Senior Member Activities	Only for Region, National, or non-NYWg activity	All
WgF17c*			Application for Cadet Member Activities	none	As option vs CAPF31 for cadet activities

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24	50-17	Professional Development	Application for Senior Member Professional Development Awards	Levels 3, 4 & 5 only	Level 2, 3, 4, & 5
27	20-3	Command	Organizational Action	Change of Commander (and CC address), Unit Name, or Unit designation only - everything else online	Group prepares/approves for subordinate units - Change of commander, Unit Name/designation
31	52-16	Cadet Program Services	Application for CAP Encampment or Special Activity	For activities outside NYW	all activities outside of Group
54	52-16	Cadet Program Services	Application for High Adventure Activities	All High Adventure Activities	All High Adventure Activities
58	39-3	Cadet Program Services	Cadet of the Year application	Through Awards committee & CC approval	Through Awards committee & CC approval
58n*	39-3	Cadet Program Services	Cadet NCO of the Year application	Through Awards committee & CC approval	Through Awards committee & CC approval
60	35-2	Personnel	Emergency Notification Data	none	none
73	77-1	Logistic	Vehicle Inspection Guide and Usage Data	Sent to LG directly	
83	60-6	Operations	Civil Air Patrol Counterdrug Application	All to NYW CDO through Group CDO	Group CDO reviews and forwards to NYW DCO
120	39-3	Any	Recommendation for Decoration	Commander's Commendation Award, CAP Achievement Award and the Certificate of Recognition for Lifesaving	Group Achievement Award and all higher awards.